



## **CITY OF LAKE FOREST**

### **.....CONSTRUCTION PROJECTS**

#### **SHEA BAKER RANCH**



- Review contract documents
- Monitor and document the Contractor's compliance with plans and specifications, including "Green Book" or County standards, as applicable
- Participate in pre-construction and construction meetings, as required
- Prepare daily inspection reports with photo logs
- Review and make recommendations for payment request processing and change orders
- Track quantities as needed
- Coordinate with the contractor, as necessary
- Review proposed schedules
- Review contractor performance and discuss discrepancies as they occur
- Develop "Punch List" items, and monitor completion of the Punch List
- Serve as general liaison between contractor and agency
- Monitor contractor's traffic control systems for compliance with the contract documents, Watch Manual or Caltrans Traffic Control Manual, if applicable
- Coordinate submittal of as-builts, warranties and operation manuals
- Assist with public relations by answering questions from the public, and ensuring compliance with working hours, noise level, and dust mitigation contract requirements